

DHA - GUJRANWALA
DOCUMENTS REQUIRED FOR LEGAL HEIRS TRANSFER

1. **Forwarding Letter**. Forwarding Letter giving the details of documents under legal heir(s) signature(s).
2. **Original Allotment / Transfer Letter**. Original Allotment / Transfer Letter for cancellation so that new letter can be issued in the name of legal heir(s).
3. **Death Certificate**. Death Certificate duly attested.
4. **Declaratory Decree:-**
 - a. Original Declaratory Decree respecting legal heir(s) & minors if any issued by the Civil Judge having competent jurisdiction.
OR
 - b. Attested copy of the decree from the same court which issued the decree.
5. **Advertisement**. Advertisement in two newspapers (Urdu & English) as per specimen regarding death of the owner / member with a photograph.
6. **Affidavit**. Affidavit duly attested by the Oath Commissioner as per specimen.
7. **Computerized National Identity Cards**. Photocopies of CNIC of all legal heir(s) and 'B' Form in case of minors heir(s) duly attested.
8. **Photographs**. Two Photographs each of all legal heir(s) and minor(s) duly attested by a class one officer.
9. **Registration Form**. Registration Form of all legal heir(s) (jointly).
10. **Accounts**.
 - a. Registration Form - Rs. 500
 - b. Registration/Membership Fee - Rs. 11,000
 - c. Transfer Fee - Rs. 5,000

To: The Secretary
DHA , Gujranwala

Subject: Transfer of Plot / House No _____, Sector _____, Phase _____, DHA,
Gujranwala

(Forwarding Letter)

Sir,

1. It is respectfully stated that _____S/O, W/O, D/O _____,holding CNIC number _____, owner of Plot / House Number _____,Phase **1** of DHA Gujranwala, died on _____.

2. I / we, the undersigned, am / are the only legal heir(s) of deceased. It is therefore requested that above mentioned Plot / House may kindly be transferred in my / our name(s).

Following documents are attached:-

- a. Affidavit in original and 2 x photocopies (duly attested by Oath Commissioner).
- b. Photocopies of CNICs of all legal heirs.
- c. Death Certificate (duly attested).
- d. Original intimation / allocation / allotment letter or transfer letter.
- e. Advertisement regarding death in two newspapers (Urdu and English).
- f. 2 x photographs of each legal heir(s).
- g. Registration / Membership Form.
- h. Certified copy of court orders.
- i. Original Declaratory Decree respecting legal heir(s) & minors if any issued by the Civil Court having competent jurisdiction.

OR

Attested copy of the decree from the same court which issued the decree.

Respectfully

<u>Ser</u>	<u>Name of the Legal Heirs</u>	<u>Relationship</u>	<u>Signatures& Thumb Impression</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____
f.	_____	_____	_____
g.	_____	_____	_____

AFFIDAVIT BY LEGAL HEIRS
(To Abide by DHA Rules / Instructions)

1. I / we the legal heirs of _____ S/D/W/O
_____ R/O _____

_____, do hereby solemnly state as under:-

a. That late _____ S/D/W/O
_____, was bonafide member of DHA
Gujranwala Vide Membership No _____ and was allotted /
transferred Plot No _____, measuring _____, in Phase **1**.

b. That he / she being a Muslim / Non Muslim died on _____. He / she has
left behind following legal heirs:-

<u>Ser</u>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>
(1)	_____ (S/D/W/O)	_____	_____
(2)	_____ (S/D/W/O)	_____	_____
(3)	_____ (S/D/W/O)	_____	_____
(4)	_____ (S/D/W/O)	_____	_____
(5)	_____ (S/D/W/O)	_____	_____
(6)	_____ (S/D/W/O)	_____	_____

c. That I / we am / are bound to make the payment of CGT / stamp duty and all
other taxes as and when imposed by Federal / Provincial Govt, Cantt Board
Gujranwala or any other authority competent to do so.

d. That I / we agree to pay the variation in development charges and plot size on
demand.

e. I / we will ensure that plot / house tax and other dues due to Cantt Board
Gujranwala are paid. I / we shall not default or fail in payment of taxes and other
duties of Central / Provincial Govt.

f. I / we hereby undertake to abide by all rules, regulations / bye laws of DHA
Gujranwala.

g. I / we shall not damage the interest of the Authority and my / our act or omission
shall not be detrimental to the aims and objectives as well as the reputation of
DHA Gujranwala.

(PTO)

2. That whatever is stated above is true to the best of my / our knowledge and belief.

- | | | |
|----|--------|-------------|
| a. | _____ | _____ |
| | (Name) | (Signature) |
| b. | _____ | _____ |
| | (Name) | (Signature) |
| c. | _____ | _____ |
| | (Name) | (Signature) |
| d. | _____ | _____ |
| | (Name) | (Signature) |
| e. | _____ | _____ |
| | (Name) | (Signature) |
| f. | _____ | _____ |
| | (Name) | (Signature) |

PUBLIC NOTICE

Photo

BEWARE THAT _____ S/D/W/O _____
OWNER OF PLOT NO _____, DHA GUJRANWALA, DIED ON
_____. FOLLOWING ARE THE ONLY LEGAL HEIRS OF DECEASED:-

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

ANY BODY HAVING ANY OBJECTION REGARDING TRANSFER OF ABOVE PLOT IN FAVOUR OF
LEGAL HEIRS MAY CONTACT SECRETARY DHA GUJRANWALA WITHIN 15 DAYS OF
PUBLICATION OF THIS NOTICE. OTHERWISE PLOT WILL BE TRANSFERRED IN THE NAME OF
ABOVE LEGAL HEIRS.

فوٹو

مشتری ہوشیار باش

ہر خاص و عام کو مطلع کیا جاتا ہے کہ مسمی..... ولدیت..... مورخہ..... کو فوت ہو گئے ہیں۔
ان کا پلاٹ نمبر..... فیئر 1 ڈی ایچ اے گوجرانوالہ میں ہے۔ ڈی ایچ اے گوجرانوالہ مذکورہ پلاٹ مندرجہ ذیل قانونی وارثین
کے نام منتقل کر رہا ہے:-

- | | |
|--------|--------|
| _____1 | _____2 |
| _____3 | _____4 |
| _____5 | _____6 |

اگر اس کے خلاف کسی کو اعتراض ہو تو پندرہ دن کے اندر سیکرٹری ڈی ایچ اے گوجرانوالہ سے رجوع کریں ورنہ پلاٹ قانونی وارثین کے نام
منتقل کر دیا جائے گا۔